

VA

SUBMITTAL REQUIREMENTS

VARIANCE

Planning Division

1055 South Grady Way-Renton, WA 98057
Phone: 425-430-7200 | www.rentonwa.gov

PURPOSE: A means by which citizens may be granted relief from the strict application of the provisions of certain land use regulations. The process is intended to review situations where uniform requirements would unduly burden one property more than other properties in the vicinity.

FREE CONSULTATION MEETING: Prior to submitting an application, the applicant should informally discuss the proposed development with the Planning Division. The Planning Division will provide assistance and detailed information on the City's requirements and standards. Applicants may also take this opportunity to request the waiver of the City's typical application submittal requirements, which may not be applicable to the specific proposal. For further information on this meeting, see the instruction sheet entitled "Submittal Requirements: Pre-Application."

COMPLETE APPLICATION REQUIRED: In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

APPLICATION SCREENING: Applicants are encouraged to bring in one copy of the application package for informal review by staff, prior to making the requested number of copies, colored drawings, or photo reductions. Please allow approximately 45 minutes for application screening.

APPLICATION SUBMITTAL HOURS: Applications should be submitted to Development Services staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 A.M. and 4:00 P.M. Monday through Friday. Please call your assigned project manager to schedule an appointment or call (425) 430-7200 to reach the Planning Division. Due to the screening time required, applications delivered by messenger cannot be accepted.

ADDITIONAL PERMITS: Additional permits from other agencies may be required. It is the applicant's responsibility to obtain these other approvals. Information regarding these other requirements may be found at <http://apps.oria.wa.gov/opas/>

All Plans and Attachments must be folded 8 ½" by 11"

APPLICATION MATERIALS:

- 1. **Pre-Application Meeting Summary:** If the application was reviewed at a “pre-application meeting”, please provide **5 copies** of the written summary provided to you.
- 2. **Waiver Form:** If you received a waiver form during or after a “pre-application meeting”, please provide **5 copies** of this form.
- 3. **Land Use Permit Master Application Form:** Please provide the **original** plus **11 copies** of the **COMPLETED** City of Renton Planning Division’s Master Application form. Application must have notarized signatures of **ALL** current property owners listed on the Title Report. If the property owner is a corporation, the authorized representative must attach proof of signing authority on behalf of the corporation. The legal description of the property must be attached to the application form.
- 4. **Fees:** The application must be accompanied by the required application fee (see [Fee Schedule Brochure](#)). Please call 425-430-7294 to verify the exact amount required. Checks should be made out to the *City of Renton* and cannot be accepted for over the total fee amount.
- 5. **Project Narrative:** Please provide **12 copies** of a clear and concise description of the proposed project, including the following:
 - Project name, size and location of site
 - Land use permits required for proposed project
 - Zoning designation of the site and adjacent properties
 - Current use of the site and any existing improvements
 - Special site features (i.e. wetlands, water bodies, steep slopes)
 - Statement addressing soil type and drainage conditions
 - Proposed use of the property and scope of the proposed development
 - For plats indicate the proposed number, net density and range of sizes (net lot area) of the new lots
 - Access
 - Proposed off-site improvements (i.e. installation of sidewalks, fire hydrants, sewer main, etc.)
 - Total estimated construction cost and estimated fair market value of the proposed project
 - Estimated quantities and type of materials involved if any fill or excavation is proposed
 - Number, type and size of any trees to be removed
 - Explanation of any land to be dedicated to the City
 - Any proposed job shacks, sales trailers, and/or model homes
 - Any proposed modifications being requested (include written justification)

For projects located within 100 feet of a stream or wetland, please include:

- Distance in feet from the wetland or stream to the nearest area of work

For projects located within 200-feet of Black River, Cedar River, Springbrook Creek, May Creek and Lake Washington please include the following additional information:

- Distance from closest area of work to the ordinary high water mark.
- Description of the nature of the existing shoreline
- The approximate location of and number of residential units, existing and potential, that will have an obstructed view in the event the proposed project exceeds a height of 35-feet above the average grade level

6. **Variance Request Justification:** Please provide **12 copies** of a written statement separately addressing and justifying each of the issues to be considered by the City. The burden of proof as to the appropriateness of the application lies with the applicant. In order to approve a variance request, the Reviewing Official must find **ALL** the following conditions exist:
- The applicant suffers practical difficulties and unnecessary hardship and the variance is necessary because of special circumstances applicable to subject property, including size, shape, topography, and location or surroundings of the subject property, and the strict application of the Zoning Code is found to deprive subject property owner of rights and privileges enjoyed by other property owners in the vicinity and under identical zone classification;
 - The granting of the variance will not be materially detrimental to the public welfare or injurious to the property or improvements in the vicinity and zone in which subject property is situated;
 - The approval shall not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone in which the subject property is situated; and
 - The approval is the minimum variance that will accomplish the desired purpose.
7. **Density Worksheet:** Please submit **12 copies** of a completed density worksheet.
8. **Plat Certificate or Title Report:** Please provide **3 copies** of a current Plat Certificate or Title Report obtained from a title company documenting ownership and listing all encumbrances of the involved parcel(s). The Title Report should include all parcels being developed, but no parcels that are not part of the development. If the Plat Certificate or Title Report references any **recorded documents** (i.e. easements, dedications, covenants) **5 copies** of the referenced recorded document(s) must also be provided. All easements referenced in the Plat Certificate must be located, identified by type and recording number, and dimensioned on the Site Plan.
9. **Affidavit of Installation of Public Information Sign(s):** Please complete and provide the attached notarized **original** affidavit plus **1 copy** of the affidavit attesting the required public information sign(s) has been installed in accordance with City Code requirements. See attachment titled "[Public Information Signs](#)" for information about the size and location requirements for public information signs.
10. **Neighborhood Detail Map:** Please provide **12 copies** of a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Planning Division) to be used to identify the site location on public notices and to review compatibility with surrounding land uses. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site

relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, surrounding properties' lot lines, boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. Please ensure all information fits on a single map sheet.

Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map. Additional information (i.e. current city street names) will need to be added by the applicant.

11. **Site Plan:** Please provide **12 copies** of a fully-dimensional plan sheet drawn at a scale of 1"=20' (or other scale approved by the Planning Division). We prefer the site plan be drawn on *one* sheet of paper unless the size of the site requires several plan sheets to be used. If you are using more than a single plan sheet, please indicate connecting points on each sheet. The Site Plan should show the following:
- Name of proposed project
 - Date, scale, and north arrow (oriented to the top of the paper/plan sheet)
 - Drawing of the subject property with all property lines dimensioned and names of adjacent streets
 - Widths of all adjacent streets and alleys
 - Location of all existing public improvements including, but not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, etc., along the full property frontage
 - Location and dimensions of existing and proposed:
 1. structures
 2. parking, off-street loading space, curb cuts and aisle ways
 3. fencing and retaining walls
 4. free-standing signs and lighting fixtures
 5. refuse and recycling areas
 6. utility junction boxes and public utility transformers
 7. storage areas and job shacks/sales trailers/model homes
 - Setbacks of all proposed buildings from property lines
 - Location and dimensions of all easements referenced in the title report with the recording number and type of easement (e.g. access, sewer, etc.) indicated
 - Location and dimensions of natural features such as streams, lakes, required buffer areas, open spaces, and wetlands
 - Ordinary high water mark and distance to closest area of work for any project located within 200-feet from a lake or stream
12. **Landscape Analysis, Lot Coverage, and Parking Analysis (For commercial/industrial properties only):** please provide **5 copies** of a landscape and parking analysis including:
- Total square footage of the site and the footprints of all buildings
 - Total square footage of existing and proposed impervious surface area(s)
 - Square footage (by floor and overall total) of each individual building and/or use
 - Percentage of lot covered by buildings or structures
 - Number of parking spaces required by City code

- Number and dimensions of standard, compact, and ADA accessible spaces provided
 - Square footage of parking lot landscaping (perimeter and interior)
13. **Floor Plans:** Please provide **5 copies** of a plan showing general building layout, proposed uses of space, walls, exits and proposed locations of kitchens, baths, and floor drains, with sufficient detail for City staff to determine if an oil/water separator or grease interceptor is required and to determine the sizing of a side sewer.
14. **Tree Retention/Land Clearing (Tree Inventory) Plan:** Please provide **4 copies** of a fully dimensioned plan drawn by a certified arborist or a licensed landscape architect if **ANY** trees or vegetation are to be removed or altered. The plan shall be based on finished grade, drawn at the same scale as the project site plan with the northern property line at the top of the paper, and clearly show the following:
- All property boundaries and adjacent streets, location and dimensions of rights-of-way, utility lines, fire hydrants, street lighting, and easements;
 - Location of all areas proposed to be cleared;
 - Location, species, and sizes of trees on or immediately abutting the site. This requirement applies only to trees with a caliper of at least six inches (6"), or an alder or cottonwood tree with a caliper of at least eight inches (8"), when measured at fifty-four inches (54") above grade;
 - Clearly identify trees to be retained and to be removed;
 - Future building sites and drip lines of any trees which will overhang/ overlap a construction line. Where the drip line of a tree overlaps an area where construction activities will occur, this shall be indicated on the plan;
 - Show critical areas and buffers.
15. **Tree Retention Worksheet:** Please provide **2 copies** of a completed City of Renton tree retention worksheet.
16. **Arborist Report:** Please provide **4 copies** of an arborist report by a certified arborist or a licensed landscape architect that correlates with the Tree Retention/ Land Clearing Plan and addresses the following:
- Identification scheme used for each tree (e.g. tree number);
 - Species and size of each tree (caliper measured at 54 inches above grade);
 - Reason(s) for any tree removal (e.g. poor health, high risk of failure due to structure, defects, unavoidable isolation (high blow down potential), unsuitability of species, etc.) and for which no reasonable alternative action is possible (pruning, cabling, etc.);
 - For trees proposed to be retained, a complete description of each tree's health, condition, and viability;
 - For trees proposed to be retained, a description of the method(s) used to determine the limits of disturbance (e.g., critical root zone, root plate diameter, or a case-by-case basis description for individual trees);
 - A description of the impact of necessary tree removal to the remaining trees, including those in a grove or on abutting properties;

- The suggested location and species of supplemental trees to be used when required. The report shall include planting and maintenance specifications;
 - An analysis of retained trees according to Priority of Tree Retention Requirements specified in RMC [4-4-130H.1.b](#).
17. **Wetland Assessment:** Please provide **12 copies** of the map and **5 copies** of the report if **ANY** wetlands are located on the subject property or within 100 feet of the subject property. The wetland report/delineation must include the information specified in RMC 4-8-120D. In addition, if any alteration to the wetland or buffer is proposed, **5 copies** of a **wetland mitigation plan** is also required. See RMC [4-8-120D](#) for plan content requirements.
18. **Standard Stream or Lake Study:** Please provide **12 copies** of a report containing the information specified in RMC [4-8-120D](#). In addition, if the project involves an unclassified stream, a **supplemental stream or lake study** is also required (**12 copies**). If any alteration to a water-body or buffer is proposed a **supplemental stream or lake study (12 copies)** and a **mitigation plan (12 copies)** are also required. See RMC [4-8-120D](#) for plan content requirements.
19. **Flood Hazard Data:** Please provide **12 copies** of a scaled plan showing the nature, location, dimensions, and elevations of the area in question; existing or proposed structures, fill, storage of materials, and drainage facilities. Also indicate the following:
- Elevation in relation to mean sea level of the lowest floor (including basement) of all structures
 - Elevation in relation to mean sea level to which any structure has been floodproofed
 - Certification by a registered professional engineer or architect that the floodproofing methods criteria in RMC [4-3-050](#) have been met
 - Description of the extent to which a watercourse will be altered or relocated as a result of proposed development
20. **Biological Assessment/Critical Areas Study:** provide **5 copies** if the project is located in a designated floodplain.
21. **Habitat Data Report:** If the project site contains or abuts a *critical habitat* per RMC [4-3-050G.6](#), please provide **12 copies** of a report containing the information specified in RMC [4-8-120D](#).
22. **Geotechnical Report:** Please provide **5 copies** of a study prepared and stamped by a State of Washington licensed professional engineer including soils and slope stability analysis, boring and test pit logs, and recommendations on slope setbacks, foundation design, retaining wall design, material selection, and all other pertinent elements.
23. **Letter of Understanding Geologic Risk:** Please provide **5 copies** of a letter from the applicant, or the owner of the site, stating that he or she understands and accepts the risk of developing in an unstable area and that he or she will advise, in writing, any prospective purchasers of the site, or any prospective purchasers of structures or portions of structures on the site, of

the unstable potential of the area.

24. **Utilities Plan, Generalized (sewer, water, stormwater, transportation improvements):** Please provide **5 copies** of a plan drawn on 22" x 34" plan sheets using a graphic scale of 1" = 40' (or other size or scale approved by the Planning Division) clearly showing all existing (to remain) and proposed public or private improvements to be dedicated or sold to the public including, but not limited to, curbs, gutters, sidewalks, median islands, street trees, fire hydrants, utility poles, free-standing lighting fixtures, utility junction boxes, public utility transformers, etc., along the full property frontage. The finished floor elevations for each floor of proposed and existing (to remain) structures shall also be shown.
25. **Architectural Elevations:** Please provide **5 copies**, for *each* building and *each* building face (N,S,E,W), of a 24" x 36" fully-dimensioned architectural elevation plan drawn at a scale of 1/4" = 1' or 1/8" = 1' (or other size or scale approved by the Planning Division). The plans must clearly indicate the information required by the "Permits" section of the currently adopted Uniform Building Code and RCW 19.27 (State Building Code Act, Statewide amendments), including, but not limited to the following:
- Identify building elevations by street name (when applicable) and orientation i.e. Burnett Ave. (west) elevation
 - Existing and proposed ground elevations
 - Existing average grade level underneath proposed structure
 - Height of existing and proposed structures showing finished roof top elevations based upon site elevations for proposed structures and any existing/abutting structures
 - Building materials and colors including roof, walls, any wireless communication facilities, and enclosures
 - Fence or retaining wall materials, colors, and architectural design
 - Architectural design of on-site lighting fixtures
 - Screening detail showing heights, elevations, and building materials of proposed screening and/or proposed landscaping for refuse/recycling areas
 - Cross section of roof showing location and height of roof-top equipment (include air conditioners, compressors, etc.) and proposed screening
26. **Grading Plan, Conceptual:** This is required if the proposed grade differential on-site will exceed 24" from the top of the curb or if the amount of earth to be disturbed exceeds 500 cubic yards. Please provide **12 copies** of a 22" x 34" plan drawn by a State of Washington licensed civil engineer or landscape architect at a scale of 1" to 40' (horizontal feet) and 1" to 10' (vertical feet) (or other size plan sheet or scale approved by the Planning Division Plan Review Supervisor) clearly indicating the following:
- Graphic scale and north arrow
 - Dimensions of all property lines, easements, and abutting streets
 - Location and dimension of all on-site structures and the location of any structures within 15-feet of the subject property or that may be affected by the proposed work
 - Accurate existing and proposed contour lines drawn at two-foot, or less, intervals showing existing ground and details of terrain and area drainage to include surrounding off-site contours within 100-feet of the site

- Location of natural drainage systems, including perennial and intermittent streams and the presence of bordering vegetation
- Setback areas and any areas not to be disturbed
- Finished contours drawn at two foot intervals as a result of grading
- Proposed drainage channels and related construction with associated underground storm lines sized and connections shown
- Finished floor elevation(s) of all structures, existing and proposed

General notes addressing the following (may be listed on cover sheet):

- Area in square feet of the entire property
- Area of work in square feet
- Both the number of tons and cubic yards of soil to be added, removed, or relocated
- Type and location of fill origin, and destination of any soil to be removed from site

27. **Photographs of the Property:** Photographs may be submitted with the application as exhibits.
28. **Plan Reductions:** Please provide **one 8 ½" x 11" legible reduction** of each full size plan sheet (unless waived by your Project Planner). The sheets that are always needed in reduced form are: landscape plans, conceptual utility plans, site plan or plat plan, neighborhood detail map, topography map, tree cutting/land clearing plan, critical areas plans, grading plan, and building elevations. The quality of these reductions must be good enough so that a photocopy of the reduced plan sheet is also legible. If your reduced plans are not legible once photocopied, you will need to increase the font size or try a different paper type. Illegible reductions cannot be accepted. Once the reductions have been made, please also make **one 8 ½" x 11" regular photocopy** of each photographic reduction sheet. Some of the local Renton print shops that should be able to provide you with reductions of your plans are Alliance Printing 425-793-5474, Apperson Print Resources 425-251-1850, and PIP Printing 425-226-9656. Nearby print shops are Digital Reprographics 425-882-2600 in Bellevue, Litho Design 206-574-3000 and Reprographics NW/Ford Graphics 206-624-2040.
29. **Digital Copy:** Please provide a digital copy of each of the submittal items; this can be submitted either on a CD, a USB portable (flash/hard) drive, other device or pathway as approved by your assigned project manager.
30. **Colored Maps for Display (DO NOT MOUNT ON FOAM-CORE OR OTHER BACKING):** Please color **1 copy** of each of the following full size plan sheets (24" x 36") or other size approved by the Planning Division) with a 1/4" or larger felt tip marker for use in presenting the project to the Environmental Review Committee and at any required public hearing:
- Neighborhood Detail Map
 - Site Plan
 - Landscaping Plan
 - Elevations

Please fold colored displays to 8 ½" x 11".

The following colors are required:

Red-North Arrow, outer property boundary. Proposed new lot lines (dashed). Do not color existing lot lines which are to be eliminated or relocated.

Blue-Street names identified with lettering of at least 1" in height. Street names must be legible at a distance of 15-ft.

Brown-Existing buildings (Please do not color buildings which will be demolished or removed)

Yellow-Proposed buildings

Light Green-Landscaped areas

Dark Green-Areas of undisturbed vegetation

All Plans and Attachments must be folded to 8½" by 11"

REVIEW PROCESS: Once a complete land use application package has been accepted for initial review, the Planning Division will post three notices of the pending application at or near the subject site and mail notices to property owners within 300 feet of the project site. The proposal will be routed to other City departments and other jurisdictions or agencies who may have an interest in the application. The reviewers have two weeks to return their comments to the Planning Division. Within approximately two weeks, the Planning Division will prepare a report regarding the proposal's compliance with applicable codes and the City's review criteria. The review process that follows varies depending on the type of application request.

Administrative Variances: A public hearing is not required. The Planning Division reviews the proposal and any staff or public comments prior to making a decision. The decision to approve, conditionally approve, or deny the proposal will be mailed to all persons listed on the Master Application and all parties of record.

Hearing Examiner Variances: A public hearing is required. After review of the proposal and any staff or public comments, the Planning Division staff will forward a report and recommendation to the Hearing Examiner prior to the hearing. This report will be mailed to all persons listed on the Master Application and all parties of record. Notice of the public hearing will be published in the *Renton Reporter* at least 10 days prior to the hearing, the site will be posted again, and parties of record will receive notices of the hearing via mail. Applicants are strongly encouraged to attend the public hearing for their proposal. City staff will first make a presentation to the Hearing Examiner about the proposal. Then the applicant and any citizens in support of the proposal will give testimony. When giving testimony, names and addresses must be stated for the record. Following this, individuals with neutral or opposing comments will give their testimony to the Hearing Examiner. City staff or the applicant will address additional questions raised throughout the hearing. The Hearing Examiner will review the proposed application and issue a final decision within 14 days of the hearing unless, at the time of the public hearing, the Hearing Examiner indicates additional time will be required for

issuance of the decision. The decision to approve, conditionally approve, or deny the proposal will be mailed to all persons listed on the Master Application and all parties of record.

APPEAL AND RECONSIDERATION PROCESS FOR DECISIONS: Any person, including the applicant, aggrieved by the granting or denial of an application, may make a written application for reconsideration to the Reviewing Official within 14 calendar days of the date of the decision. After review of the request, the Reviewing Official may take whatever action is deemed proper. The Reviewing Official's written decision on the reconsideration request will be mailed to all parties of record within 10 days from the date the request was filed. If any party is still not satisfied after a reconsideration decision has been issued, an appeal may be submitted within 14 days to:

- The Hearing Examiner for Administrative decisions
- The City Council for Hearing Examiner decisions

An appeal may be filed without first requesting reconsideration by the Reviewing Official; however, it must be filed within 14 days of the date when the original decision was issued. See RMC [4-8-110](#) for further information on the appeal process and time frames.

BUILDING AND CONSTRUCTION PERMIT ISSUANCE AND INSTALLATION OF IMPROVEMENTS: In the City of Renton, a **Building Permit** must be obtained to build buildings and structures. A **Construction Permit** must be obtained to install utility lines, transportation improvements and undertake work in City right-of-ways. **Building and Construction Permits are separate permits.**

Applicants may apply for building and construction permits concurrently with their request for a land use application. However, the applicant should be aware any conditions of land use permit approval may create a need for revisions to other permit applications whereby additional fees may be charged. Refunds of building permit charges are not available.

If no appeals or reconsideration requests are filed within 14 days of the effective date of the decision to approve the application, the applicant may obtain building and construction permits. A construction permit for the installation of on-site and off-site utilities will be issued upon the review and approval of civil engineering drawings by Development Engineering and receipt of all applicable development and permit fees. A building permit will be issued upon the Building Section's approval of building plans and receipt of all applicable fees.

EXPIRATION AND EXTENSIONS: Once an application has been approved, the applicant has two (2) years to comply with all conditions of approval, apply for any necessary permits, and/or commence construction or otherwise implement effectively the variance granted before the approval becomes null and void. The approval body that approved the original application may grant a single one (1) year extension if the applicant requests an extension prior to the expiration, specifying the reasons for the request. The approval body may require a public hearing for such extension.